

HOW TO REVIEW AND MODIFY YOUR WISCONSIN USDA FOODS ORDERING ACCOUNT

Please follow the directions below to verify and/or modify your *Wisconsin USDA Foods Ordering System* online contract:

1. Access the *Wisconsin USDA Food Ordering System*: <http://www3.dpi.wi.gov/fdpprod/login.aspx>
2. Enter your User ID and Password.
3. Read the "Message Board" for the most up-to-date program information and then click on the "**Continue**" button at the bottom of the page.
4. Click on "**2018**" Program Year for School Year 2017-18.
5. Once you're in the "**School Food Authority Contract Form**" screen, click on "**Edit**" or "**Revise**" under the Action column.
6. Review and update (if necessary). **NOTE:** Only the Primary Contact (Field #11) will receive routine messages sent through email or US mail. The Food Safety Contacts (Fields #25 and #32) will receive food safety issue related communication via email or phone. Please ensure that the email addresses are current, since this is our primary method of relaying vital information to you. Once done, place a check mark in Line 46 and click on the "**Submit**" button.
7. This will take you to a screen message that states: "**Click here to go to School Food Authority Summary.**" Click on the word or hyperlink "**here**" to go back to the *School Food Authority Summary* screen.
8. After you've submitted the "School Food Authority Contract Form," your contract status will change to "**Pending Approval.**" The contract will be reviewed and approved by one of the USDA Foods team members at the DPI.

Next, you must also update your "Delivery Location Form" (located below the Contract form). Please follow the instructions below:

1. Once you're in the "**Delivery Location Form**" screen - click on "**Revise**" under the Action column.
2. Review and update (if necessary) the information and click on "**Submit.**"
3. This will take you to a screen message that states: "**Click here to go to Sponsor Summary.**" Click on the word or hyperlink "**here**" to go back to the *School Food Authority Summary* screen.

Complete instructions on the *Wisconsin USDA Foods Ordering System* is available at:
https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/commodityorderinst_1718.doc.